

The St Brigid's Board of Trustees minutes on 18 February 2025, at 5.30pm - Approved

| Item | Description |
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| 1. | <p>Present - Jennifer Ioannou, Meg Davies, Shanny Jamin, Tapiwa Mbona, David Power, Sarah Hutchings (until 6.35pm), Joe Robins, John Cormack, Lynne Candiliotis (Minute taker)</p> <p>Meg welcomed John Cormack to the Board as Staff Representative and then opened the meeting by sharing her pepeha and then a prayer.</p> |
| 2. | <p>Health & Safety - Jennifer reminded everyone of the procedures in the event of emergency</p> |
| 3. | <p>Apologies - Donald Elemento</p> |
| 4. | <p>Outstanding action points</p> <p>There were no outstanding action points</p> |
| 5. | <p>Confirmation of minutes from 10 December 2024 meeting - there were no changes to the minutes.</p> <p>Motion - Jennifer moved that the minutes from the meeting on 10 December 2024 be approved as a true and accurate record of matters dealt with - all trustees agreed - Motion carried.</p> |
| 6. | <p>Election of Presiding Member</p> <p>Jennifer called for nominations for Presiding Member. Joe nominated Meg. Meg accepted the nomination. As there were no further nominations Jennifer declared Meg the Presiding Member for 2025. The Board congratulated Meg.</p> |
| 7. | <p>7.1 - Building 'Walk Around'</p> <p>Trustees walked around the school to view all the property projects that have been carried out recently - new shade canopy, the toilet upgrades, external painting to spruce up some of the buildings, and the beautiful mural being created in junior playground. Trustees were absolutely amazed with the improvements and the quality of work done. Meg thanked Jennifer for all her efforts with these projects.</p> <p>Principal's report - Jennifer's report was taken as read and open for discussion.</p> <p>7.2 – Reporting to the Board – 2025 Schedule</p> <p>Trustees looked at the proposed schedule that had been included in the papers. All trustees were happy with the timing of the reports and approved the 2025 Reporting to the Board Schedule.</p> <p>7.3 - Staffing Update</p> <p>- Jennifer shared that our new staff have settled in very well and all staff are enjoying the culture and the great combination of dynamics, personalities and strengths.</p> <p>- Jennifer mentioned that one of our fixed-term teachers appointed at the start of the year is likely to move to a Principal role at another school in the near future, and when this happens, we will need to employ a new teacher. She commented that we are very blessed to have this teacher for however long he is here because of his experience and very caring, kind nature and the successful way he has set up the class. We will advertise for a permanent, tagged teacher and as we are now an Accredited Employer it opens further opportunities for applications from overseas.</p> <p>7.4 – 2025 Principal's PD</p> <p>- Jennifer shared information that has been approved by the Presiding Member around her plans for professional development opportunities this year, including the Principal's Delegation to Xiamen, China during the first week of the April school holidays. All trustees were fully supportive of this opportunity that will not only enhance Jennifer's professional knowledge and development but will also support her personal wellbeing. Trustees acknowledged and thanked Jennifer for the incredible way she dealt with an extremely difficult and emotional situation at the end of last year and for her dedication and commitment over the school holidays to ensure that the year started with the best possible teachers in our school.</p> <p>Jennifer shared information on other professional development for staff planned during the year.</p> <p>- Structured Literacy PD - The government is investing heavily in teachers' PD and as such are funding PD for Structured Literacy and Structured Maths support, which means schools are not having to fund it. The Leadership Team has planned Structured Literacy and Mathematics PD days for teachers this year.</p> <p>7.5 - 2024 Statement of Variance</p> <p>- Jennifer had included a copy of this document in the Board papers and it was taken as read. Jennifer explained that this document is based on our end of year progress and achievement data. It celebrates the hard work put in by staff moving our students to where they need to be. There have been some significant movements during the year. Meg commented on how impressive this was and thanked Jennifer and the teachers for their mahi. John commented how pleasing it is to see how students have progressed over the course of last year in recent PAT data. Jennifer shared that teachers now plan their class learning while they are absent for CRT release, to ensure continuity of learning for</p> |

students. All trustees approved the report. Jennifer will send it to the Ministry by 31 May and to ERO.

7.6 – Proprietor’s Representative

- A brief discussion took place around possible people who may be interested in joining the Board for this role. Jennifer had a prior conversation with a parent who indicated interest in joining and Meg will follow up on this.

There were no further questions and trustees shared they were happy with the level of information provided in the Principal’s reports.

Motion: Jennifer moved that her Principal’s Report be accepted - all trustees agreed. **Motion carried**

8. Matter for Discussion

8.1 - Financial Report

The Financial Management Report for December 2024 had been provided by AFS and was taken as read. Jennifer highlighted the surplus figure we ended the year with and explained that there will be some minor adjustments so the final 2024 financial figure may change slightly. It is pleasing to be able to create this result to enable some reserves for the future through higher income being received and decreased spending.

A question was asked about the BYOD uptake and John shared that there has been a great uptake of approximately 50 students. John sat with the technician from our IT company to learn the process for setting the devices up on the school system and he will set them up in the future. Jennifer thanked John for being proactive and learning the process which will be cost saving for the school. A suggestion was made to let parents know about the process and include a reminder for students to respect all devices.

Motion: Jennifer moved that the December 2024 Financial Management Report be accepted - all trustees approved the motion. **Motion carried.**

8.2 - 2025 Budget

Jennifer had shared the draft 2025 budget in the board papers. Jennifer explained the notes in the 2025 draft budget and shared that because we had an underuse in our Banking Staffing in 2024, and the Ministry is no longer paying the funds back to schools, there is a plan to spend the underuse in the next few pay periods.

Jennifer proposed the introduction of a new code called Principal’s Supervision. This code will be used for any costs related to providing crucial support and advice to the principal from an experienced leader/mentor and offers the opportunity to seek advice from other agencies in challenging/traumatic/difficult situations. She suggested that this might be as a termly meeting or as required. All trustees fully supported the introduction of this code. Trustees were extremely grateful to Jennifer for the many ways she handled a devastating situation at the end of the year. Her empathy, caring and support for the family and the school community was tremendous and trustees acknowledged the toll this took on her and agreed that support for her is critical in times like this.

There was a brief discussion on school roll numbers in terms of income, but Jennifer advised that there should not be a significant decrease in income because the funding has been confirmed by the Ministry.

Motion: Jennifer moved that the 2025 Budget be accepted with a review mid-year - all trustees approved the motion. **Motion carried.**

8.2 - 2025 Draft Implementation Plan

The staff have had an in-depth discussion around the refined 2025 Draft Implementation Plan and trustees had no questions.

Motion: Jennifer moved that the 2025 Draft Implementation Plan be accepted - all trustees approved the motion. **Motion carried.**

8.3 - Fundraising Group Report and Risk Management Plan for Food Festival

The fundraising group has been working very hard on planning this event. Trustees are really pleased that this group has been established and expressed their gratitude for the time and effort the members are putting into planning fundraising events and activities. Jennifer has plans to update the fundraising information on the school website.

David thanked the organisers of the very successful Year 8 camp and Jennifer acknowledged the efforts of the Kākā teachers, in particular Tania Fransen, the Team Leader.

9. Te Tiriti o Waitangi - Hautū Tool

Meg reminded trustees that this is a standing agenda item as the Board’s commitment to Te Tiriti o Waitangi, and this year Kathe Tawhiwhirangi will come in for two Board meetings to help trustees look at the data gathered from the self-review carried out at the end of last year and help create an action plan. The dates for these sessions are 1 April and 28 October. The Board meetings on these dates will be 5.30-6.00pm for ordinary business and then Kathe will lead trustees from 6.30-7.00pm through the Hautū Tool next steps.

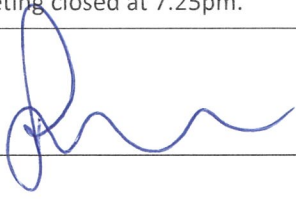
10. Meeting closure & thanks

There was no other business.

Meg closed the meeting with a karakia.

Meeting closed at 7.25pm.

Confirmed



1/4/25

